



Committee Management User's Group (CMUG)

Meeting Date: January 26, 2005, Wednesday
Time: 1:00–2:30 p.m.
Location: Rockledge 2, Room 7111
Advocate: Anna Snouffer
Chair: David Clary
Analyst: Sophonia Simms
Next Meeting: February 23, 1–4 p.m., Rockledge 2, Room 7111

CM Web URL: <http://apps.era.nih.gov/cm/>

Action Items:

1. (Sara Silver) Incorporate change in CM allowing for any update in profile mailing address (MLG) by a reviewer to be copied to the role.
2. (Sophonia Simms) Create a business rule stating that the option of filling out the extension field is only available to SEPs.
3. (Sophonia Simms) Once CM is out of containment, explore the best way of allowing mistakes to be corrected in the Federal Staff Table, whether it is through an email to an IC Rep or giving select users permission to delete mistakes

PERM Profile and Role MLG

Sara Silver

David Clary began the meeting by presenting the background of this issue. When a reviewer enters into Commons to revise his or her mailing address, only the profile (the record) gets updated while the role (the meeting) does not. When adding standing committee members to a roster, CM pulls those addresses from the role and not from the profile. This pulls up an old mailing address, not the updated one stored on the Commons.

Sara Silver stated that there are two possible options for addressing this problem:

Option 1 – Whenever the reviewer goes into the commons to update the profile MLG address, the change will be copied to the role. This would identify and define the current, active role.

Option 2 – Not to do this step at that point, but whenever a chartered member is added to a roster, view the profile, verify whether or not the MLG address is different, and copy down the profile. This does not apply to Special Emphasis Panels (SEPs).

Some standing members may not let the Scientific Review Administrator (SRA) know when a change is made, making it difficult to differentiate between active and inactive addresses. Sara stated that if there is never a time when the MLG address matters, except when adding standing members to a committee roster, then the easier solution would be Option 2, where the update is completed automatically by the program. In this option, a user would never see a notification of change unless he or she printed out two different lists. However, in Option 1, each time someone is added to a roster, it copies the newest mailing

address to the profile and does not come from the role. Roster addresses *will not* be changed. The group agreed that Option 1 would be the better option.

Sara asked whether this process should be available for everyone, or only those people with a reviewer account in the Commons. The only difference between the two is a reviewer owns this information on the Commons, while a person without that specified account cannot control any changes over the profile address. After voicing some concern about allowing non-reviewers to have access to this process, the group agreed that since this will affect everyone sooner or later, it should be available universally.

Action: (Sara Silver) Incorporate change in CM allowing for any update in profile mailing address (MLG) by reviewer to be copied to the role.

Redesign Suggestions – Extension Option

All

Everett Sinnett noted that when setting up a meeting, there is an optional extension field created for use by SEPs only to designate fellowships, Small Business Innovation Researches (SBIRs), or other special programs. ESA and other staff have started to fill in that field, even though they are supposed to leave it blank. The field warns that it is “For SEPs Only,” but apparently it does not block users from completing the field. The group agreed to write a business rule stating that the option field is only available to SEPs; if it is a Standing Committee, gray out the field.

Action: (Sophonia Simms) Create a business rule stating that the option of filling out the extension field is only available to SEPs.

Federal Staff Table

Kerry Peasland

Kerry stated that the a list of Flex codes run in IMPAC II yielded repeated names with different Orgs, with or without a Flex Code, and sometimes with an end date. The Scientific Review Administrators viewing this list were confused as to which names they should select. They want to know if it is possible for IMPAC II to bring up *only* active records, so they do not see any with an end date. Kerry requested that, when the redesigned, web-based CM system is implemented, the default action be changed to pulling only active records, while adding a button to allow the user to view end dates. The group agreed that there should be a button differentiating between “All Records” and “Active Records.”

Kerry also wondered what happens when a mistake is made within the record and there is no way to edit. She asked if the group could allow the IC representatives to delete records with errors in them. Deleting these flawed records will eliminate clutter within the system. The group agreed that IC staff should be able to delete Federal Staff records. The group also suggested that users should be able to hide historical records as well as edit minor mistakes within the records. The only potential problem arises when someone edits a profile and in doing so, accidentally changes important information within the record, such as a Social Security Number. Sophonia said that she will look into this situation and see what they can do. Committee Management is in containment until May, meaning no changes are allowed to the module as it is converted to a J2EE web-based version, but she will explore the feasibility when she has access.

Action: (Sophonia Simms) Once CM is out of containment, explore the best way of allowing mistakes to be corrected in the Federal Staff Table, whether it is through an email to an IC Rep or giving a select few permission to delete mistakes

Table Talk

All

Q. Do Chairman Grants always show up on NIH research support during nominations for reappointments?

A. Yes. This is a grant in their name.

Attendees

Carabello, Kim (NICHD)	Martin, Michael (OD)	Sinnett, Everett (CSR)
Clary, David (OD)	Paugh, Steve (OD/LTS)	Snouffer, Anna (OD)
Colston, Carmen (AHRQ)	Peasland, Kerry (NCI)	Subramanya, Manju (OD/LTS)
David, Tracey (OD)	Scibek, Carol (CSR)	Tiffany, Jennifer (NCI)
Grabner, Caroline (NHLBI)	Silver, Sara (OD)	Vilensky, Zenia (NCI)
Kaplan, David (OD/DEAS)	Simms, Sophonia (OD)	Whelan, Kate (NIMH)
Manouelian, Denise (NIDDK)	Rustin, Lisa (NCI)	